

Budget Brief – DAS Division of State Archives

NUMBER CFGO-07-08

SUMMARY

The Utah State Archives is the repository for official records of the state and its political subdivisions. The division serves state government and the public by managing records created by the legislative, judicial, and executive branches. Records created by government agencies are divided into record series, or documents of like purpose, that reflect the various functions of the agency.

The division is the official custodian of all non-current public records of permanent value that are not required to remain in the custody of the agency of origin.

The State Archives building is located at 346 S. Rio Grande, Salt Lake City. This location contains the administrative offices, archival records, and research room. The former location on Capitol Hill has been demolished and replaced with a physical plant as part of the Capitol renovation. The State Records Center is located at 2341 S. 2300 W., Salt Lake City. This leased warehouse holds temporary governmental records for all state and local agencies.

ISSUES AND RECOMMENDATIONS

Electronic Records

The Division of Archives and DTS need to cooperate on a method to retain a growing number of electronic records that are public and historically significant. The division's needs include e-mail retention, web-capturing, database retention, helping agencies meet appropriate retention schedules, and development/support of an electronic archive as electronic records of permanent value come into custody of the division. The Analyst recommends a one-time appropriation of \$70,000 for hiring a consultant, plus \$30,000 for hardware, software, and storage space, for a total of \$100,000.

Public Access to Digitized Collections

In FY 2006 the Legislature appropriated \$119,600 in one-time funds for hardware/software for the division's digitization program. The division has digitized 500,000 images (600 GB) of significant historical records. Now the challenge is making those records readily available to the public. The division is mandated to "provide access to public records deposited in the archives" (UCA 63-2-901). The Analyst recommends ongoing funds to make digitized records available on the Internet, which is how most visitors access the division's services: \$15,000 for maintenance contracts and \$40,000 for storage costs, for a total of \$55,000.

Figure 1: Administrative Services - State Archives - Budget History

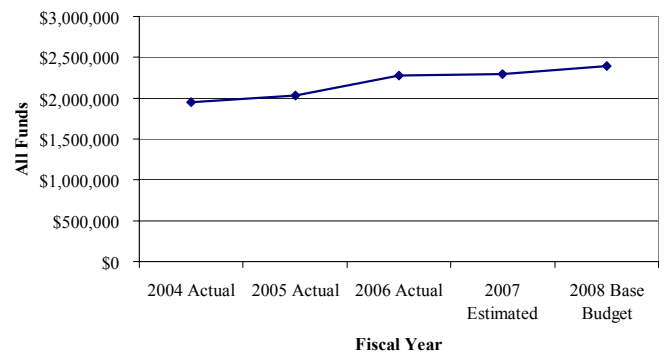


Figure 2: Administrative Services - State Archives - FTE History

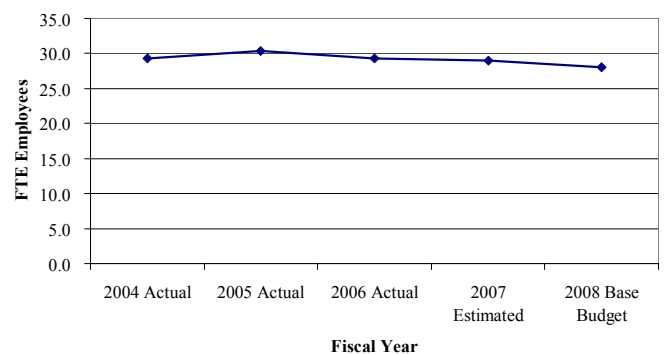
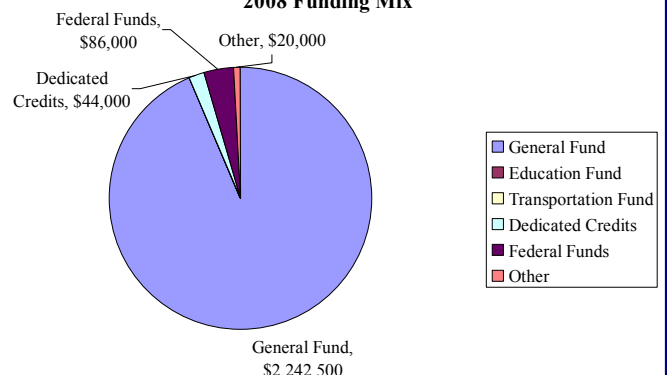
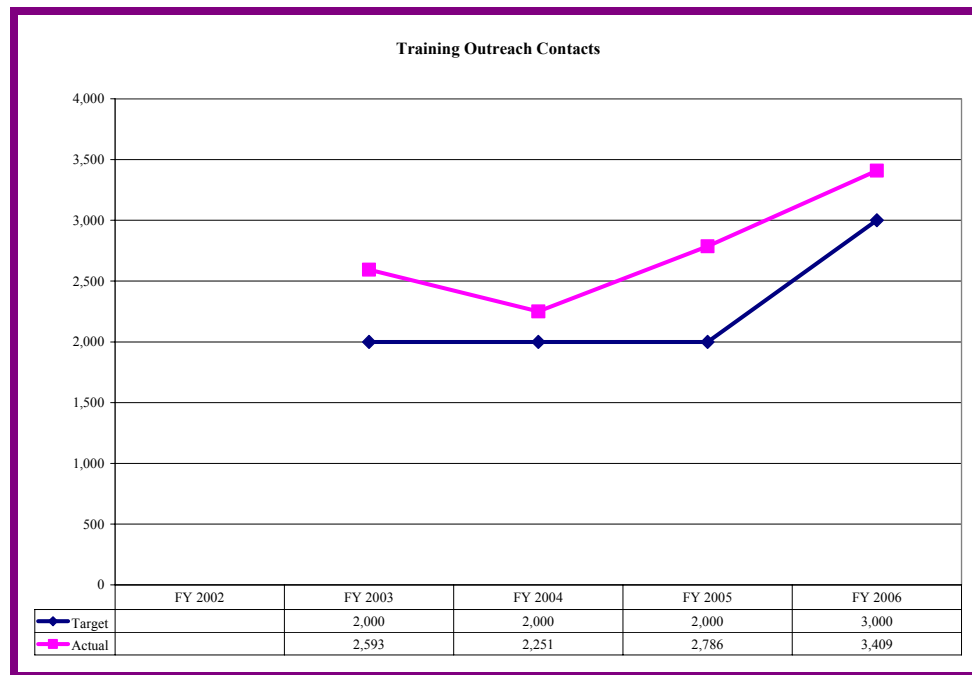


Figure 3: Administrative Services - State Archives - FY 2008 Funding Mix

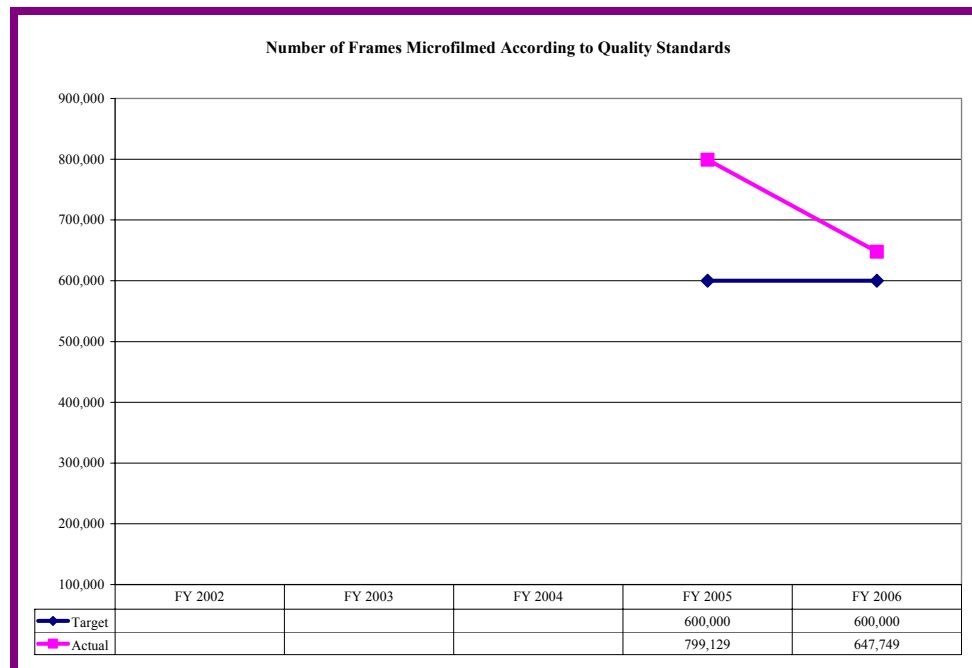


ACCOUNTABILITY DETAIL***Training Outreach Contacts***

Records Officers and others in state and local governments need assistance and training in their responsibilities and the most efficient ways to accomplish their duties. The division is mandated to promote efficient management of records in all government agencies.



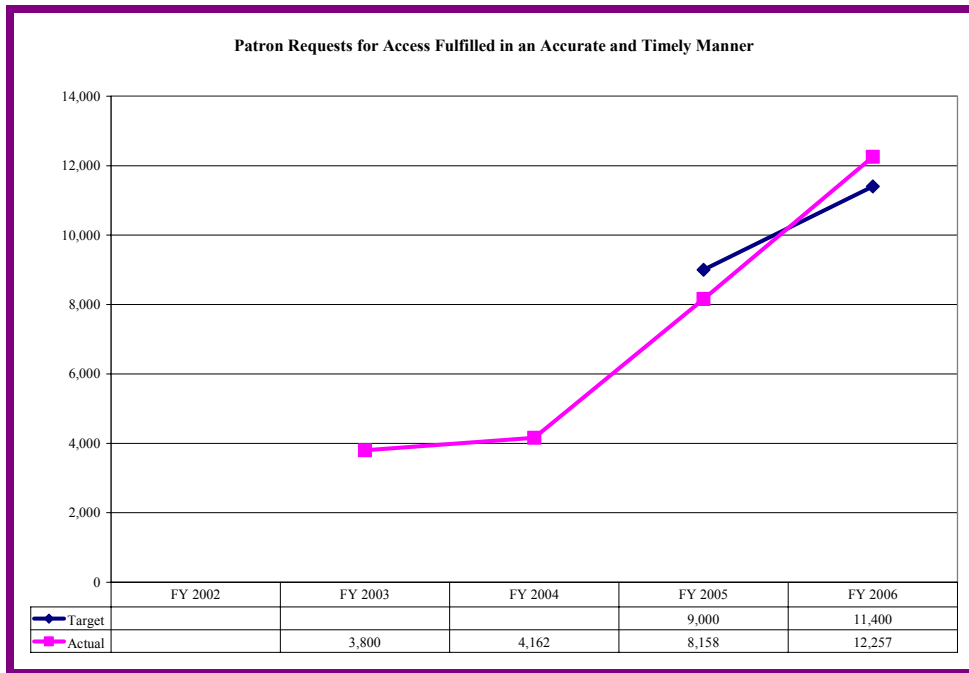
Archives needs to continue to increase the number of individuals trained in a timely manner, including new agency records officers, and also because of enacted changes to GRAMA. The training and field services are a direct customer benefit and increase the state's ability to manage its governmental records.

Number of Frames Microfilmed at Quality Standards

The division met its target in FY 2006, yet had a decline. The decline was due to staff turnover.

Patron Requests for Access Fulfilled

The division is required to (1) acquire and preserve historical records and (2) provide access to them. The division holds these records in the public trust, and helps patrons in their research efforts.



The new (as of January 2005) Utah History Research Center has provided for increased services and opportunities to patrons and should continue to do so.

BUDGET DETAIL

Ninety five percent of this budget is appropriated from the General Fund. Dedicated Credits of \$44,000 are projected to be raised from sales of copies of archived records. Federal funds in the amount of \$86,000 are anticipated from the National Historic Publications and Records Commission, if grants are approved, to support the Utah State Historical Records Advisory Board (\$9,900) and preserve historical district court documents (\$76,100). The division would contribute up to \$71,000 in in-kind costs such as labor and travel.

Budget Recommendation for FY 2008:

The Analyst recommends a total FY 2008 base appropriation of \$2,392,500, with \$2,242,500 from the General Fund. The Analyst also recommends the Legislature appropriate an additional \$100,000 in one-time General Funds for electronic archiving and \$55,000 in ongoing General Funds for public access to the expanding collection of digitized records.

Intent Language

The Analyst recommends the Legislature adopt the following supplemental intent language for Fiscal Year 2007:

Under terms of UCA 63-38-8.1(3), the Legislature intends not to lapse Item 36, Chapter 1, or Item 38, Chapter 366, Laws of Utah 2006. Expenditure of these funds is limited to: Digitizing and microfilming significant historical documents generated by former Utah legislators and governors for preservation and access - \$30,000.

LEGISLATIVE ACTION

The Analyst recommends the Legislature adopt:

1. A total base appropriation of \$2,392,500 for the Division of State Archives.
2. An additional one-time appropriation of \$100,000 for electronic archiving.
3. An additional ongoing appropriation of \$55,000 for public access to digitized records.
4. Intent language making the FY 2007 appropriation nonlapsing but limited to uses specified in the language.

BUDGET DETAIL TABLE

Administrative Services - State Archives						
Sources of Finance	FY 2006 Actual	FY 2007 Appropriated	Changes	FY 2007 Revised	Changes	FY 2008* Base Budget
General Fund	2,092,500	2,242,500	0	2,242,500	0	2,242,500
General Fund, One-time	108,700	(4,600)	0	(4,600)	4,600	0
Federal Funds	4,500	66,700	(60,000)	6,700	79,300	86,000
Dedicated Credits Revenue	44,500	43,900	0	43,900	100	44,000
Risk Management ISF	10,900	0	0	0	0	0
Beginning Nonlapsing	44,700	0	29,900	29,900	(9,900)	20,000
Closing Nonlapsing	(29,900)	0	(20,000)	(20,000)	20,000	0
Total	\$2,275,900	\$2,348,500	(\$50,100)	\$2,298,400	\$94,100	\$2,392,500
Programs						
Archives Administration	559,900	677,000	(50,100)	626,900	90,300	717,200
Records Analysis	361,700	301,800	0	301,800	900	302,700
Preservation Services	438,200	343,600	0	343,600	800	344,400
Patron Services	388,400	461,300	0	461,300	1,300	462,600
Records Services	527,700	564,800	0	564,800	800	565,600
Total	\$2,275,900	\$2,348,500	(\$50,100)	\$2,298,400	\$94,100	\$2,392,500
Categories of Expenditure						
Personal Services	1,448,700	1,626,900	(13,600)	1,613,300	4,900	1,618,200
In-State Travel	9,600	6,900	2,700	9,600	0	9,600
Out of State Travel	5,900	8,200	(2,300)	5,900	(600)	5,300
Current Expense	546,100	575,000	(58,400)	516,600	104,800	621,400
DP Current Expense	162,100	131,500	6,500	138,000	0	138,000
DP Capital Outlay	53,700	0	0	0	0	0
Capital Outlay	49,800	0	15,000	15,000	(15,000)	0
Total	\$2,275,900	\$2,348,500	(\$50,100)	\$2,298,400	\$94,100	\$2,392,500
Other Data						
Budgeted FTE	28.0	28.0	1.0	29.0	(1.0)	28.0
Actual FTE	29.3	0.0	0.0	0.0	0.0	0.0
Vehicles	0.0	1.0	(1.0)	0.0	0.0	0.0

*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.

The following fee change is not for a regulatory fee and therefore does not need legislative approval. It is presented for legislative information and review purposes.

	FY 2007 Current	FY 2008 Proposed	Difference	FY 2008 # Units	Revenue Change
Frames Filmed BCI	0.044	0.05	0.006	140,000	840.00